

## Meeting Minutes

### Electoral Areas Committee

---

Wednesday, December 11, 2024

11:05 AM

6th Floor Boardroom  
625 Fisgard St.  
Victoria, BC V8W 1R7

---

#### PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. McNeil-Smith (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; C. Gray, Manager, Building Inspection; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

The meeting was called to order at 11:11 am.

#### 1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. Approval of Agenda

**MOVED** by Director Wickheim, **SECONDED** by Director McNeil-Smith,  
That the agenda for the December 11, 2024 Electoral Areas Committee be  
approved.  
**CARRIED**

#### 3. Adoption of Minutes

- 3.1. [24-1334](#) Minutes of the October 28, 2024, and November 13, 2024 Electoral Areas Committee Meetings

**MOVED** by Director Wickheim, **SECONDED** by Director McNeil-Smith,  
That the minutes of the Electoral Areas Committee meetings of October 28, 2024,  
and November 13, 2024 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [24-1218](#) Appointment of Officers

K. Lorette spoke to Item 6.1.

Discussion ensued regarding whether officers will be designated to a specific electoral area.

**MOVED by Director Holman, SECONDED by Director Brent,  
The Electoral Areas Committee recommends to the Capital Regional District Board:**

**That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with CRD Bylaw No. 2681, Tanveer Garg, Vanessa McGregor, Karen O'Brien, Cole Bains, and Eric Jellema be appointed as Bylaw Enforcement Officers.**

**CARRIED**

### 6.2. [24-1127](#) Bylaw Nos. 4648 and 4649: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

N. Chan spoke to Item 6.2.

**MOVED by Director Holman, SECONDED by Director Wickheim,  
The Electoral Areas Committee recommends to the Capital Regional District Board:**

**1. That Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", be introduced and read a first, second and third time; and**

**2. That Bylaw No. 4648 be adopted.**

**3. That Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", be introduced and read a first, second and third time; and**

**4. That Bylaw No. 4649 be adopted.**

**CARRIED**

- 6.3. [24-1284](#) Bylaw No. 4655: Southern Gulf Islands Small Craft Harbours Regulation Amendment
- S. Henderson spoke to Item 6.3.
- Discussion ensued regarding the percentage of service costs that the revenue generated from fees and charges would offset.
- MOVED by Director Brent, SECONDED by Director Holman,**  
**The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:**
1. That Bylaw No. 4655, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024", be introduced and read a first, second, and third time.
  2. That Bylaw No. 4655 be adopted.
- CARRIED**
- 6.4. [24-1176](#) Bylaw No. 4625: Lyall Harbour/Boot Cove Water Local Service Committee Bylaw Amendment - Conditional Water License Holder and Committee Membership
- K. Morley spoke to Item 6.4.
- MOVED by Director Brent, SECONDED by Director Wickheim,**  
**The Electoral Areas Committee recommends to the Capital Regional District Board:**
1. That Bylaw No. 4625 cited as, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time.
  2. That Bylaw No. 4625 be adopted.
- CARRIED**
- 6.5. [24-1315](#) Previous Minutes of Other CRD Committees and Commissions for Information
- The following minutes were received for information only:
- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of October 23, 2024
  - b) Galiano Island Parks and Recreation Commission minutes of November 7, 2024
  - c) Mayne Island Parks and Recreation Commission minutes of October 10, 2024
  - d) Pender Island Parks and Recreation Commission minutes of October 21, 2024
  - e) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of July 23, 2024
  - f) Willis Point Fire Protection and Recreation Facilities Commission minutes of October 22, 2024

## 7. Notice(s) of Motion

**7.1.     [24-1352](#)           Notice of Motion: Speed Limits in Electoral Areas (Director Wickheim)**

Director Wickheim provided the following notice of motion for consideration at the next meeting of the Electoral Areas Committee:

"Whereas Incorporated areas have the ability to set speed limits to reflect local conditions and hazards, and that Electoral Areas have similar conditions and hazards in select spots,

Therefore we seek that the Capital Regional District Board advocate to the Province (Ministry of Transportation & Transit) for the ability of Electoral Areas to establish speed limits and hazard signage in their rural areas."

**8. New Business**

The committee members thanked M. Taylor for his years of service and welcomed C. Gray to the Capital Regional District.

**9. Adjournment**

**MOVED by Director Wickheim, SECONDED by Director Holman,  
That the December 11, 2024 Electoral Areas Committee meeting be adjourned at  
11:23 am.  
CARRIED**

---

CHAIR

---

RECORDER